

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Vacancy Announcement Number: USCA-01-10

Position Title: COURT CRIER

Salary Range: \$22,232 - \$35,051 (JSP 4-6, special rates) depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: August 31, 2001

Closing Date: OPENED UNTIL FILLED

POSITION SUMMARY: The United States Court of Appeals for the District of Columbia Circuit is recruiting for a Court Crier who will be assigned to the Administrative Unit in the Clerk's Office. The Court Crier works closely with the judges.

RESPONSIBILITIES: Ensures orderly courtroom proceedings, including calling cases for hearing, identifying and introducing counsel to the court, and opening and closing court. Obtains pertinent oral argument information from counsel, assembles and insures presence of essential court papers and exhibits, and otherwise renders assistance to the judges, their staff, and the attorneys as is required. Handles pre-argument and courtroom preparation (i.e., readiness of microphones, tape recorders, laptop computers and other related devices). Maintains official courtroom minutes, recording data on each case including advising appropriate court personnel and parties when case-related decisions are rendered in the court. Files and records locations of briefs in cases. Makes docket entries in an automated court information system. Retires inactive records. Provides mail/messenger services.

QUALIFICATIONS: Applicant must be a high school graduate or equivalent. To qualify for a JSP-4, the applicant must have a minimum of one year general clerical or administrative experience which provided a knowledge of office clerical skills such as typing, office automation, telephone usage, filing, sorting and distributing mail. To qualify for a JSP-5, the applicant must have a minimum of two years of general clerical or

administrative experience. To qualify for the JSP-6, the applicant must have a minimum of two years general experience plus one year of specialized experience related to the processing of legal documents such as might be found in a law office or another court. One year of specialized experience must have been at, or equivalent to, the next lower grade in the federal service.

Tact, excellent judgment, flexibility and the ability to handle a high volume of work are essential. Applicant must have effective oral and writing skills appropriate for communicating with judicial officers and their staffs. **Must be articulate and have a good command of the English language.**

REQUIREMENTS: Employment is contingent upon completion and satisfactory results of a background records check.

The successful applicant must be a United States citizen or eligible to work in the United States. The selected applicant will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful incumbent will be subject to mandatory electronic transfer of funds participation for payment of net pay. The United States Courthouse is a smoke-free building.

Send resume and writing sample to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-01-10